

Job Announcement

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Opening Date:	September 4, 2014	Closing Date:	Open Until Filled
Job Title:	Court Alternative Dispute Resolution (ADR) Resources Director	Position Type:	Regular Full Time
PIN:	000399	FLSA Status:	Exempt
Location:	Administrative Office of the Courts Annapolis, Maryland	Grade/Entry Salary:	J17 \$59,964 - \$71,937
Financial Disclosure:	No (Depending on Qualifications)		

Regular State employees subject to promotion/demotion policy

Essential functions: The Court Alternative Dispute Resolution Resources Director (Court ADR Resources Director) serves as MACRO's major point of contact for all circuit court ADR projects and liaison with all courts. The Director works collaboratively with judges, court ADR coordinators and other ADR program personnel. This position assists in developing, evaluating and summarizing grant applications from courts, reviews quarterly grant reports, makes recommendations and otherwise participates in MACRO's grant programs. In addition, the Director leads the court implementation of, and collaborates with others on MACRO's web-based ADR Evaluation and Support System (ADDRESS), gives advice on the benefits of different ADR processes and projects sharing, makes presentations, shares best practices and options for program design, leads and/or participates in staff planning and advisory committees, and serves on panels. The incumbent also plans and presents creative local and national workshops, writes and edits a variety of documents, newsletters, reports and articles, assists with selecting trainers and consultants, develops training curriculum, conducts a variety of ADR related trainings and works collaboratively with MACRO's director and staff on a wide variety of projects and efforts. Performs other duties as assigned.

Education: Juris Doctor and completion of 40 hours of mediation training.
Experience: Five years of relevant professional experience in law, dispute resolution, court administration, or related field.
Preferred: Familiarity with Maryland or other courts and legal systems. Experience as an ADR practitioner and facilitator conducting ADR training; writing; public speaking; conducting evaluations and data analysis; working with media and website design and maintenance.

Skills/Abilities: Knowledge of the ADR field, strong computer and internet skills, outstanding communication skills. Self-starter with ability to collaborate, prioritize, and manage multiple projects simultaneously. Ability to deal with complex multi-party and organizational conflicts. Outstanding negotiation and diplomacy skills and dynamic presentation skills. Ability to travel to various locations throughout the state and country and to work overtime as needed. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary application (unsigned applications will not be accepted) stating position title, location and PIN number. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for materials sent to any other address.

Maryland Judiciary
 Human Resources Department
 580 Taylor Ave., Bldg. A-1
 Annapolis, MD 21401
 Email: jobs@mdcourts.gov (zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be a United States citizens or eligible to work in the United States.